

**Blue Collar Description****Custodian Crew Leader  
Grade 7  
Class Code: 998952**

**Working Procedures:** Performs duties as a custodial crew leader over three or more custodial employees. Cleans carpeted and tile floors to maintain appearances and safety of building using wet and dry mops, cleaning solutions, brooms and vacuums. Cleans windows, woodwork, furniture, toilets, sinks, and showers to maintain appearances, health and safety of facilities using a variety of cleaning and polishing solutions and disinfectants. Collects and removes garbage and litter from offices, cafeteria, etc. using a hand cart to insure readiness for pickup. Lower flags and fold properly daily. Removes old wax from floors using solutions and a floor scrubbing machine. Applies new wax with a mop and buffs floors with a buffing machine. Shampoos carpets using carpeting cleaning machines and knowledge of proper technique and procedures for cleaning different kinds of carpet. May keep sidewalks clean of ice and snow. Requests repairs on equipment or facilities as needed. Orders cleaning supplies, etc. as needed and maintains records for periodic ordering. Pickup and deliver parts and supplies as needed. Upon request, checks chiller to perform readings and shut down if running. Upon request, perform boiler readings. Locks doors and windows, checks lights and alarms. Sets up, takes down and moves tables, chairs, desks and related equipment and furniture to prepare rooms for different uses. Observes people using building after normal hours to insure that they are authorized to be in the building. Reports suspicious or troublesome people to supervisor. May be required to perform emergency clean up when called out for flooding, broken pipes, etc.

Directs and oversees ongoing custodial maintenance schedules and activities of subordinate positions to ensure a clean, healthy, and safe environment for staff and visitors. This includes developing preventative and cyclical maintenance schedules; identifying and apprising staff of safety, hygiene, security, and other concerns; and monitoring work to ensure quality and efficiency. Determines training needs of staff through analysis of program effectiveness and informs supervisor of any training needed. Provides training for new employees.

Monitors the performance of custodial positions and provides input to supervisor concerning performance in a timely manner.

Performs other duties as assigned.

**Tools and Equipment:** All basic hand tools, power tools, brooms, plumbing tools, vacuums, scrubbers, buffers, power lawn equipment, snow removal equipment, safety equipment and operator manuals.

**Materials:** Parts, stock items, drain cleansers, cleaning chemicals, and hazardous material identification guides.

**Source of Supervision:** Facilities Reviewer Supervisor or other designated person.

**Physical Demands:** Must be able to perform considerable physical activity in lifting, approximately 50 pounds safely (heavier loads handled by mechanical or manual lifting equipment), carrying, and/or operating the tools, equipment and materials listed above.

### **Job Requirements**

**Education, Trade Knowledge and Experience:** Required to perform the duties of the position are one year experience as a custodian. Employees must have understanding of cleaning equipment and supplies, and basic knowledge of building heating system. Employees must be able to perform moderate physical activity, to operate cleaning equipment, to be able to effectively work with administration and general public. Employee must be very familiar with all chemicals and hazards of such chemicals for safety purposes. This position requires the ability to lead effectively: to elicit cooperation from employees; to communicate effectively.

**Necessary Special Requirements:** A valid Montana Drivers License is required. Must have a telephone or be reasonably accessible to work headquarters.